

D5BCS2205

Reg. No.....

Name: .....

**FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2024**

**(Regular/Improvement/Supplementary)**

**COMPUTER SCIENCE**

**GBCS5D01T: INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION**

**(OPEN COURSE)**

**Time: 2 Hours**

**Maximum: 60 Marks**

**SECTION A: Answer the following questions. Each carries *two* marks.**

**(Ceiling 20 marks)**

1. What is a Pivot table?
2. List down the components of PowerPoint ribbon.
3. What are the views available in PowerPoint?
4. Comment on the term reliability.
5. Give an account on paragraph in Microsoft word.
6. What are the advantages of Computer?
7. Define spreadsheet.
8. Enumerate the steps to align cell entries in MS Excel.
9. What is meant by secondary memory?
10. Define cloud storage.
11. How to set custom margins and paper size for an MS Word document?
12. What is MICR and OCR?

**SECTION B: Answer the following questions. Each carries *five* marks.**

**(Ceiling 30 marks)**

13. List and explain the steps to create a video file in PowerPoint presentation.
14. Describe the method to replace multiple wrong words with correct ones at a time in MS Word.
15. Explain the methods to insert and delete columns and rows in MS Excel.
16. Write the procedure to change default location while saving an MS word document.
17. What is auto sum? Explain with an example.
18. Describe the keyboard methods for navigating between the cells of a table in MS Word document.
19. Differentiate between function and formula.

**SECTION C: Answer any *one* question. The question carries *ten* marks.**

20. What is meant by programming language? Explain any five programming language features.
21. How to insert sound, effects and motion paths in PowerPoint.

**(1 X 10 = 20 Marks)**